



## STUDENT GUIDE

### FACULTY OF DENTAL MEDICINE



## OPERATIONAL AND PROCEDURAL FRAMEWORK OF THE REGISTRAR'S OFFICE

This guide, developed by the Registrar's Office of the Faculty of Dental Medicine, serves as an essential informative tool designed to optimize student interaction with administrative structures. The document facilitates quick access to information resources, academic procedures, and integrated documentary flows.

### I. Contact Information and Administrative Hours

**Location:** “Victor Babeș” University of Medicine and Pharmacy, Timisoara  
2 Eftimie Murgu Sq.

**Registrar's Office:** Ground Floor, Room 5

**Chief Registrar:** Ground Floor, Room 2

**Office Hours for Students:**

Monday – Friday: 12:00 PM – 3:00 PM

### II. Academic and Organizational Resources

For information on the structural elements of your academic program, please consult the following links:

- **Academic Calendar** → access the following link: <https://www.umft.ro/en/academic-calendar/>
- **Academic Administration:**
  - Timetable and Groups, Study Plans, Granting of scholarships → access the following link: <https://www.umft.ro/en/category/practical-information/>

FACULTATEA DE MEDICINĂ DENTARĂ

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Tel: +40256220480; Fax: +40256220480

Email: stoma@umft.ro

[www.umft.ro](http://www.umft.ro)



### III. Document Management and Student Records

The request and issuance of official documents is carried out → by accessing the following link:  
<https://www.umft.ro/en/dental-medicine/dental-medicine-secretariat/>

- certificates, transcripts, student ID books, forms;
- Individual catalogues for outstanding credits / advanced credits / difference exams;
- Exam tickets for participation in the re-examination session;
- Exam tickets for participation in the re-examination session for grade improvement (grade reconsideration).

#### **Important**

Requests for the enrollment certificates for the authorities from EU/NON-EU countries (except Romania), shall be sent to the International Office Department at the following e-mail address:  
[international@umft.ro](mailto:international@umft.ro)

### IV. Financial Obligations and Social Support

- **Tuition Fees** → access the following link: <https://www.umft.ro/en/online-payments-and-taxes/>
- **Scholarships:** Application submission, required documents, regulations → access the following link: <https://www.umft.ro/en/the-granting-of-scholarships/>

### V. Erasmus

- For information access the following link: [https://www.umft.ro/en/category/erasmus\\_en/](https://www.umft.ro/en/category/erasmus_en/)

### VI. Monitoring Academic Progress

#### Transparency of Results

- Academic transcripts are sent individually to each student via the institutional email address (@student.umft.ro account) at the end of the first semester and at the end of the academic year.

#### Changes in Student Status

- **Interruption of Studies:** May be requested for medical or personal reasons by submitting a specific application.
- **Withdrawal from studies:** A procedure conditioned by the presentation of the "Clearance Form" endorsed by the Department of Anatomy, the Library, the Accounting Department, and the Dormitory Administration.

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ISO 9001:2015 ISO 45001:2018



## VII. Graduation exam

### Informations regarding

- Timetable for the final graduation examinations
- Examination components
- Regulation on the organisation and conduct of the bachelor's and dissertation examinations (for joint bachelor's and master's degree courses) in the framework University of Medicine and Pharmacy „Victor Babeș” in Timisoara

→ access the following link: [https://www.umft.ro/en/category/graduation\\_exam/](https://www.umft.ro/en/category/graduation_exam/)

## VIII. Internship

- Specialty internship is carried out during the summer (block-organized), in accordance with the academic year structure, but no later than 1 September for final-year students, is a mandatory discipline, credited separately in the curriculum and completed with a qualification PASS/FAIL.
- The framework agreements and annexes regarding the summer internship are handed over to the student representatives at the end of the summer examination session of each academic year.

## IX. Student Regulations

- Information regarding the regulations of the “Victor Babeș” University of Medicine and Pharmacy, Timisoara → access the following link: <https://www.umft.ro/en/internal-regulations/>

## 💡 Procedural Recommendations

- **Official Communication:** Correspondence with academic authorities shall be conducted exclusively through the institutional email address (@student.umft.ro account).
- **Administrative Rigor:** Students are obliged to respect deadlines and regulations in force. The Registrar’s Office does not have the prerogative to grant exemptions from university norms.
- **Audience and Information:** Requests for an audience with the Dean of the Faculty of Dental Medicine, Meda-Lavinia Negruțiu, Professor PhD, and additional information shall be sent to the email address: [stoma@umft.ro](mailto:stoma@umft.ro)

CHIEF REGISTRAR,  
FACULTY OF DENTAL MEDICINE

dr. Daniela Aurora Tănase

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